31 May 1960

FISCAL DIVISION

Policy and Procedure Memorandum No. 5

REFERENCES:

STATINTL

ustody and Control of Funds - Approving Officers

rocurement of Supplies and Services

- Organization and Functions - Office of Personnel

ersonnel Policy

A. **POLICY**

The Fiscal Division will process only those obligating documents for vouchered funds which have been properly approved by a designated contracting officer or a designated approving officer.

B. **PROCEDURE**

The present procedure is amended, to ensure proper approval, as follows:

1. A current listing of designations will be maintained in each Branch of the Division, except the Disbursing Branch. Changes in designations will be forwarded directly to the Accounting Branch to amend their listing, then circulated to each of the other Branches and returned to the Accounting Branch for retention in their files.

2. All procurement and travel documents obligating vouchered funds will be forwarded to the Accounting Branch for ascertaining that proper approval is indicated thereon. Such approved documents will be stamped with "Obligations Approved," recorded in the official records of the Agency and forwarded to the Fiscal Processing Branch for processing.

3. All documents pertaining to salaries of personnel will be forwarded to the Payroll Branch for ascertaining that proper approval is indicated thereon and processed in accordance with payroll procedure.

4. Expenditure documents that may require the signature of an approving officer will be checked in the audit process for ascertaining that proper approval is indicated thereon.

5. All documents that do not contain the necessary signature of a contracting officer or an approving officer or approved by an individual who has not been designated, will be forwarded to the responsible Agency component for proper approval.

C. The above procedure will be effective 1 June 1960.

STATINTL

Chief, Fiscal Division